



NOTICE OF SOLICITATION

SERIAL 10067-S

INVITATION FOR BID FOR: STANDBY GENERATOR MAINTENANCE AGREEMENT

Notice is hereby given that sealed bids will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until 2:00 P.M. Arizona time on **SEPTEMBER 7, 2010** to furnish the following services to Maricopa County. Bids will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All bids must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 10067-S INVITATION FOR BID FOR STANDBY GENERATOR MAINTENANCE AGREEMENT."**

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this Invitation for Bid must be filed with the Procurement Officer in accordance with Section MC1-905 of the Code.

ALL ADMINISTRATIVE INFORMATION CONCERNING THIS INVITATION FOR BID CAN BE LOCATED AT <http://www.maricopa.gov/materials> "Develop Bids". ANY ADDENDA TO THIS INVITATION FOR BID WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.

BID ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS MANAGEMENT CENTER

DIRECT ALL INQUIRIES TO:

ANDREA STUPKA
PROCUREMENT OFFICER
TELEPHONE: (602) 506-3504
astupka@mail.maricopa.gov

THERE WILL BE A MANDATORY PRE-BID CONFERENCE ON AUGUST 18th , 2010 AT 9:00 A.M. AT THE MARICOPA COUNTY EQUIPMENT SERVICES DEPARTMENT, 3325 WEST DURANGO STREET, PHOENIX, ARIZONA 85009.

NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:

<http://www.maricopa.gov/materials/advbd/advbd.asp>

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INVITATION FOR BID FOR: STANDBY GENERATOR MAINTENANCE AGREEMENT

1.0 INTENT:

The intent of this Invitation for Bids (IFB) is to establish a full service and parts maintenance agreement for Standby Generators. The Equipment Services Department performs preventative maintenance and repairs in-house. However the County may require a back up source to provide maintenance for overflow work, on-call service or when the County is not equipped with the proper equipment to complete the work. This bid includes three service categories: preventative maintenance, automatic transfer switches with Annual Load Banking and Stand by Generators and ATS Rental Rates.

2.0 SCOPE OF SERVICES:

2.1 QUALIFICATIONS REQUIREMENTS:

2.1.1 EXPERIENCE:

The contractor(s) shall have a minimum of three (3) references from governmental entities (State, City, County, and Other Municipality) in Attachment C in order for the County to verify the Respondent's capabilities and responsibility.

2.1.2 TECHNICIANS OF THE CONTRACTOR:

2.1.2.1 The contractor's technicians must pass a security screening.

2.1.2.2 The County will conduct the security screening and the contractor is responsible for all cost incurred.

2.1.2.3 The contractor shall only assign technicians to the County facilities that passed the County security screening. At no time shall the contractor substitute technicians without a security screening.

2.1.2.4 The contractor shall provide the County with a technician register. This register shall detail the assigned technician's name, social security number, phone number and home address. These technicians shall only be assigned to this contract.

2.1.2.5 If a technician terminates employment with the contractor, the contractor must inform the County immediately by phone followed up with a written electronic notice.

2.1.2.6 The contractor's technicians must wear a company uniform identified with the contractor's name at all times, no exceptions.

2.1.3 AUTHORIZED SERVICE FACILITIES:

The contractor(s) facility and technicians' shall be certified as an authorized repair facility and an active distributor of the manufacturer's offered.

2.1.4 EQUIPMENT / FLEET:

2.1.4.1 The contractor(s) shall have a sufficient quantity of equipment to comply with the County's requirements and response times.

2.1.4.2 Failure to complete any of the form may result in rejection of your bid submittal.

2.1.4.3 Inspection and approval of all equipment by the County may be required prior to an award.

- 2.1.4.4 Any changes or substitution of the equipment shall be in writing to Materials Management Department for approval.
- 2.1.4.5 The contractor's company name must be visible on all equipment.
- 2.1.4.6 The contractor(s) fleet must be equipped with communication technology that provides the best frequency coverage without restrictions. It is important for the contractors' technicians and the County to stay in communication at all times.
- 2.1.4.7 The contractor(s) fleet must be equipped with snow chains and four-wheel drive capability to access the following County locations, but not limited to;
 - 2.1.4.7.1 Smith Peak
 - 2.1.4.7.2 Thompson Peak
 - 2.1.4.7.3 White Tanks East and West
 - 2.1.4.7.4 Mtn. Ord
 - 2.1.4.7.5 Oatman
 - 2.1.4.7.6 Yarnell Hill
- 2.1.4.8 Service truck(s) – must be fully equipped with all parts, tools, equipment, material and other related items required to complete the scope of work. The County shall not be responsible for additional charges (labor rates, travel time, etc.) due to contractor's / technicians negligence not being properly prepared.

2.1.5 SERVICE HOURS:

The contractor(s) services must be available twenty-four (24) hours, seven (7) days a week. The County's normal business hours are Monday through Friday from 5:00 a.m. to 4:30 p.m. Services required after these times are considered after hours or emergencies, which includes Saturday and Sunday and Holidays.

2.1.6 LABOR RATES:

- 2.1.6.1 Normal business hours labor rates at contractor's facility for engine generator service
- 2.1.6.2 After hours / emergencies engine generator service
- 2.1.6.3 Field service calls labor rate during normal business hours
- 2.1.6.4 Field service calls labor rate for after hours/emergencies
- 2.1.6.5 Business hours
- 2.1.6.6 The invoices shall be submitted within forty-eight (48) business hours from date of service by fax (602-506-1182) or email.
- 2.1.6.7 After hours/overtime service must be approved by an Equipment Service Department (ESD) Field Supervisor or designated employee.
- 2.1.6.8 Equipment Services reserves the right to dispute charges on labor hours and repairs performed if deemed excessive / unreasonable. If any portion of the repair performed is determined to be excessive charges, the contractor shall credit the original invoice referencing the work order and the equipment number.

2.1.7 DEFINITIONS:

- 2.1.7.1 Labor rate – is the time it takes to complete the scope of work. The contractor shall utilize ½ hour increments when applicable.
- 2.1.7.2 Afterhours / emergency labor rate – services render after normal business hours.

- 2.1.7.3 Field service call rate - a onetime / one way charge in route to the County site minimum one (1) hour, with exception to the mountain tops sites will be a three (3) hour minimum.
- 2.1.7.4 Life support and telecommunications - These are considered public safety or emergency service calls locations; Jails, Courts, Data Centers, Fuel Stations and Public Health facilities, but not limited to.

2.1.8 WORK ORDER ASSIGNMENTS:

Equipment Service Department (ESD) Field Supervisor and designated employee will schedule and coordinate all services and work orders to the contractor(s). The work order number with the equipment number is the contractor authorization to perform service. *Do not perform any service without a work order/equipment number. The County reserves the right to not pay for services not authorized by Equipment Services Department.*

2.1.9 ACCESS TO COUNTY FACILITIES:

- 2.1.9.1 The contractors' technicians will be provided key(s) and an identification badge to access the County facilities.
- 2.1.9.2 The contractors' technicians must sign for the key(s) and the identification badges as the responsible individual.
- 2.1.9.3 The contractor must ensure the technician(s) returns all access items to the County facilities in the event they depart or are terminated.
- 2.1.9.4 If the key(s) and identification badge are not returned; the County will be forced to re-key and reprogram all the County facilities the technician(s) had access to and the contractor shall be responsible for all costs.
- 2.1.9.5 The contractor's technicians shall be responsible for securing all facilities at the time of their entry and the completion of their service.
- 2.1.9.6 At no time shall any unauthorized person(s) gain access to the facilities.
- 2.1.9.7 The contractor is responsible for all cost if any penalties / fines are imposed to the County due to negligence of their technicians.

2.1.10 PRIORITY SERVICE CALLS / RESPONSE TIME FOR LIFE SUPPORT AND TELECOMMUNICATION :

- 2.1.10.1 The contractor(s) must respond immediately to life support and telecommunication service calls within one (1) hour of notification from the County, with exception of a three (3) hour minimum for the mountain top sites. It is required for the contractor(s) to contact ESD designated employee of arrival times to such location to ensure service is being performed. In no particular order are locations considered priority service calls for life support and telecommunication:

- 2.1.10.1.1 Courts
- 2.1.10.1.2 Jails
- 2.1.10.1.3 Fuel stations
- 2.1.10.1.4 Data Centers
- 2.1.10.1.5 Public Health
- 2.1.10.1.6 Mountain Tops

- 2.1.10.2 The response time to non life support locations shall be within two (2) hours from notification by ESD Field Supervisor or designated employee or if prior arrangements have been made between the County and the contractor.
- 2.1.10.3 For normal business hours contact 602-768-8187 or 602-768-8179; use these numbers to relate all delays, deliveries, questions or additional repair approvals.
- 2.1.10.4 For afterhours service calls contact the County's Boiler Room at 602-506-3310.

2.1.11 EQUIPMENT SERVICE DEPARTMENT SERVICE CENTERS:

- 2.1.11.1 Equipment Services Department operates five (5) service centers. Our operating hours are Monday through Friday, excluding holidays; hours of operation are different per location.
 - 2.1.11.1.1 Durango Main Service Center, 3325 W. Durango, Phoenix, AZ 85009 hours of operation are 5:00 a.m. to 4:30 p.m.
 - 2.1.11.1.2 Mesa Service Center, 155 E. Coury, Mesa, 85210 6:00 a.m. to 2:30 p.m.
 - 2.1.11.1.3 Dysart Service Center, 16821 N. Dysart Rd. Surprise, 85374 7:00 a.m. to 3:30 p.m.
 - 2.1.11.1.4 Downtown Service Center, 120 S. 4th Ave, Phx. 85003 7:00 a.m. to 4:00 p.m.
 - 2.1.11.1.5 Buckeye Service Center, 26449 W. HWY 85, Buckeye, 85326 5:00 a.m. to 2:30 p.m.

2.1.12 STANDBY GENERATOR MANUFACTURERS PARTS:

- 2.1.12.1 The list below contains the manufacturers replacement parts needed for the standby generators, but not limited to:
 - 2.1.12.1.1 CUMMINS
 - 2.1.12.1.2 ONAN
 - 2.1.12.1.3 KOHLER
 - 2.1.12.1.4 GENERAC
 - 2.1.12.1.5 KATOLITE
 - 2.1.12.1.6 CATERPILLAR
 - 2.1.12.1.7 DMT

2.1.13 PREVENTATIVE MAINTENANCE:

- 2.1.13.1 The contractor(s) shall provide a (PM) schedule with all labor, supervision, supplies, parts, transportation, and test equipment necessary to perform the job in accordance with manufacturers and industry standards.
- 2.1.13.2 The contractor(s) are to perform the level of service according to the Inspection Form (attachment Exhibit 2) record your service on the form and submit with the job ticket or invoice.
- 2.1.13.3 Routine maintenance;
- 2.1.13.4 APM (lube/oil and filter) every 150 hours
- 2.1.13.5 BPM (lube/oil and all filters, oil, air, fuel) and TPM (automatic transfer switch and load banking test) annually, perform service together.
- 2.1.13.6 No oils, filters and coolants are billable. Exceptions are major overhauls.

- 2.1.13.7 Contractor must meet all Federal E.P.A. and O.S.H.A. guidelines in the proper handling and disposal of oil and oil filters, air filters, coolants.

2.1.14 ANNUAL LOAD BANK TESTING:

- 2.1.14.1 Contractor shall test run each unit under load using portable resistive load banks until temperatures stabilize.
- 2.1.14.2 Each generator shall be load tested to 80% of the rated capacity.
- 2.1.14.3 The contractor shall provide the required equipment (portable generator, cables, trailer etc.) to perform the load bank testing.
- 2.1.14.4 The contractor shall submit a final test report for each generator tested.
- 2.1.14.5 The price shall be inclusive of all required cost (i.e., travel time, paperwork, documentation and cables, load bank trailer, delivery, pick up, hook up, etc.).
- 2.1.14.6 There is a two (2) hours minimum of run time at operating temperature. Each location will indicate the accepted time frame to perform the load bank test.
- 2.1.14.7 All variables shall be logged and included with the test report.
- 2.1.14.8 The contractor shall coordinate with the designated employees (602-768-8187 or 768-8179) on all load bank test, and site visits.
- 2.1.14.9 Equipment Services Department is responsible for annual load bank testing for standby generators less than 100 kw. The contractor shall provide pricing for all sites listed in the event Equipment Services is unable to perform testing.

2.1.15 RECORDS AND REPORTS:

- 2.1.15.1 The contractor(s) must keep routine maintenance reports and test records and provide the County with two (2) copies. The contractor(s) shall have the reports and test records on their preprinted standard forms. The forms must contain a minimum of the following information:

- 2.1.15.1.1 **Periodic maintenance checklist:**

- 2.1.15.1.1.1 This form is the primary report to be completed on site at the time of service. A copy of the report is to be available to Equipment Services Department designated employee.
 - 2.1.15.1.2 Equipment number and site identification information
 - 2.1.15.1.3 A space for the signature of the County's designated employee representing the authorized power outage.
 - 2.1.15.1.4 A space for the date of service and the contractor's technician's name.

2.1.16 SUMMARY MAINTENANCE RECORD:

- 2.1.16.1 The contractor's shall keep a summary record and a copy at the generator site. The record must be protected from all outside elements and loss. A copy must

be submitted to Equipment Services Department by fax (602-506-1182) or electronically as soon as completed and contain the following:

- 2.1.16.1.1 Equipment and site identification information
- 2.1.16.1.2 Summary of all work performed
- 2.1.16.1.3 The date when work was performed
- 2.1.16.1.4 The technician's name or the job ticket
- 2.1.16.1.5 The hours it took to complete the service

2.1.17 LOAD BANK TEST SUMMARY RECORD CONTENTS:

- 2.1.17.1 Date of test
- 2.1.17.2 Time of day for test
- 2.1.17.3 Site and equipment identification

2.1.18 MAXIMUM GENERATOR SETTINGS AND RATINGS FOR NAMEPLATE:

- 2.1.18.1 Kw
- 2.1.18.2 Amps
- 2.1.18.3 Power factor
- 2.1.18.4 Phase
- 2.1.18.5 Frequency
- 2.1.18.6 Chronological test time log
- 2.1.18.7 Load expressed at percentage of maximum generator rating
- 2.1.18.8 Voltage
- 2.1.18.9 Amps (all three legs of three phase)
- 2.1.18.10 Frequency
- 2.1.18.11 Oil pressure
- 2.1.18.12 Coolant temperature
- 2.1.18.13 Running Time
- 2.1.18.14 Technician's comments
- 2.1.18.15 Technician's name

2.1.19 STANDBY GENERATORS AND AUTOMATIC TRANSFER SWITCH (ATS) RENTAL RATES:

- 2.1.19.1 The contractor shall provide rental rates for various sizes of standby generators that range from 50 kw through 1600 kw and various models of ATS due to major repairs. Rates shall be inclusive as listed below.

2.1.19.1.1 ATS Rental Rates:

- 2.1.19.1.1.1 Weekly and monthly rates
- 2.1.19.1.1.2 Hook up, tear down and pick-up
- 2.1.19.1.1.3 Delivery / Freight to County location
- 2.1.19.1.1.4 Per load requirement the first set of three (3) 75 foot sections of cable for load side, emergency side and utility side
- 2.1.19.1.1.5 Labor / testing to ensure ATS is operating to specification / capacity
- 2.1.19.1.1.6 Provide pricing for additional cables on Attachment A.

2.1.19.1.2 Standby Generators Rates:

- 2.1.19.1.2.1 Daily, weekly and monthly rates
- 2.1.19.1.2.2 Hook up, tear down and pick-up
- 2.1.19.1.2.3 Delivery /Freight to County location

- 2.1.19.1.2.4 Per load requirement the first 100 foot cable and ground cable
- 2.1.19.1.2.5 Labor / testing to ensure Standby Generator is operating to specification / capacity
- 2.1.19.1.2.6 Provide pricing for additional cables on Attachment A.

2.1.20 REPAIRS ON RENTAL EQUIPMENT:

- 2.1.20.1 The contractor's are responsible for all repairs and maintenance on rental equipment. The County is not authorized to perform any service / repairs on non-owned County equipment, with the exception of the following:
- 2.1.20.2 In emergency situations when the County is waiting on site for the contractors technician's to arrive to a 'Life Support / Telecommunications' service call. It may be required the County perform an emergency repair to keep the public safe.
- 2.1.20.3 The County shall be reimbursed of all cost; County labor rate, parts, materials and other related cost involved in making the rental equipment operational.

2.1.21 REFUELING STANDBY GENERATORS:

The County may require the contractor to assist in refueling a County owned or rental generator when it has been running over a twenty-four (24) period. The type of fuel will be of diesel and the tank capacities range from 20 gallons up to 1500 gallons tanks. The mountain top locations are excluded (reference section 2.1.3.6).

2.1.22 PRODUCT DEFINITION:

Any item(s) bid shall be assumed to be "new" unless so identified otherwise by the bidder. All items offered shall meet or exceed the ORIGINAL EQUIPMENT MANUFACTURER (OEM) requirements.

2.1.23 WARRANTY:

- 2.1.23.1 The minimum warranty on parts shall be six (6) months or manufacturer warranty whichever is greater.
- 2.1.23.2 Rework shall be at no cost to the County. A "No Charge" invoice shall be submitted on all warranty repairs detailing; diagnosed cause and parts replaced.
- 2.1.23.3 The contractor(s) shall respond to all warranty requests within twenty-four (24) hours of notification.
- 2.1.23.4 The effective date on all warranties shall begin at the time of complete installation and acceptance by the County.

2.1.24 INVENTORY ADJUSTMENTS:

- 2.1.24.1 The County conducts six (6) month inventory adjustments on all non-moving or seasonal parts.
- 2.1.24.2 The County will reference the original purchase date and price.
- 2.1.24.3 The contractor(s) shall accept the returns during this time frame at no cost or penalties charged to the County.

2.1.25 RETURN POLICY:

- 2.1.25.1 The contractor(s) shall provide their return policy.
- 2.1.25.2 No minimum quantities or minimum values on the return part(s) are allowed.
- 2.1.25.3 The invoice shall reflect the original purchase price for each part returned.
- 2.1.25.4 All credits shall reference original invoice or return slip number.
- 2.1.25.5 The County's working conditions may cause the original packaging to be altered. The contractor shall accept the part(s) for a full credit.
- 2.1.25.6 The County accepts responsibility for a restocking fee (if applicable), if a special order part or a non-stock part is ordered and received than cancelled or returned. If the County has not received the part no restocking fee is allowed.
- 2.1.25.7 The contractor shall provide the County with a return / credit slip booklet with company name at no cost.
- 2.1.25.8 Damaged, broken or unsealed packages shall not be accepted.

2.1.26 STOCK LIFT:

- 2.1.26.1 The County reserves the right to sell out current inventory before stocking a new brand/manufacturer item.
- 2.1.26.2 The contractor(s) may be required to lift the current inventory and replace with their brand on a one for one item, at no cost.

2.1.27 SETTING UP COUNTY ACCOUNT:

It shall be the responsibility of all contractors to communicate with their parts department, service area, accounts receivable and other areas involved in compliance with this pricing agreement.

2.1.28 ACCOUNTS PAYABLE CONTACT:

- 2.1.28.1 For inquiries on payment processing, contact accounts payable at 602-506-4668 or 602-506-8693.
- 2.1.28.2 We encourage electronic invoices and statements.
- 2.1.28.3 The payments shall be applied per invoice; at no time shall payments be applied to monthly statement total.
- 2.1.28.4 All invoices and credits shall be listed on the statement.

2.1.29 ADDITIONAL CHARGES/FEE:

Maricopa County **is not** responsible for miscellaneous charges or fees (i.e., shop supplies, environmental fees, etc.), unless Arizona State or federally mandated.

2.2 USAGE REPORT:

The Contractor shall furnish the County a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

2.3 FACILITIES:

During the course of this Contract, the County shall provide the Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its obligation enumerated herein.

2.4 INVOICES AND PAYMENTS:

2.4.1 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:

- Company name, address and contact
- County bill-to department and contact information
- Contract Serial Number
- County purchase order number (not required if using P-card)
- Equipment number/Site location
- Invoice number and date
- Payment terms
- Date of service
- Contract Item number(s)
- Description of Purchase (product or services)
- Pricing per unit of purchase
- Extended price
- Mileage w/rate (if applicable)
- Arrival and completion time (if applicable)
- Total Amount Due

2.4.2 Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.

2.4.3 **Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form located on the County Department of Finance Website as a fillable PDF document (www.maricopa.gov/finance/).**

2.4.4 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

2.4.4.1 For inquiries on payment processing, contact accounts payable at 602-506-4668 or 602-506-8693.

2.4.4.2 The payments shall be applied per invoice; at no time shall payments be applied to monthly statement total.

2.4.4.3 All invoices and credits shall be listed on the statement.

2.5 TAX:

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

2.6 DELIVERY:

- 2.6.1 It shall be the Contractor's responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.
 - 2.6.1.1 The majority of the parts ordered will be delivered to our main location. There may be situations when it's necessary for deliveries to be made at one of our other service centers or the field mechanic may go directly to the contractor's facility to pick up required parts to complete the repair.
 - 2.6.1.2 Delivery of parts shall be within two (2) hours of placing the orders.
 - 2.6.1.3 Equipment Services is not responsible for any special deliveries / freight (i.e., overnight, airfreight, UPS direct, etc.) on normal stock parts. All priority deliveries shall be authorized by ESD designated employee and that person's name must be listed on the invoice in order to authorize special delivery payment.
 - 2.6.1.4 Contractor(s) shall provide the best times to place orders to receive delivery in the shortage amount of time.
 - 2.6.1.5 Contractor(s) shall be available for 'hot shot runs' upon request.

2.7 FUEL COST PRICE ADJUSTMENT:

- 2.7.1 This provision provides for limited increased or decreased costs of motor fuels (fuels) used to perform services under this Contract. This provision does not apply to burner fuel (i.e. propane, natural gas, fuel oil, used motor oil). It applies to motor fuel only. Fuel cost adjustments may be either positive or negative. A positive fuel cost adjustment will result in an increase in payments to Contractor while a negative fuel cost adjustment will result in a decrease in payments to Contractor.
- 2.7.2 This provision is intended to minimize risk to both parties to this Contract due to fuel cost fluctuations that may occur during the term of this Contract. This provision is not designed to estimate actual quantities of fuel used in providing services under this Contract, but to provide a reasonable basis for calculating a fuel cost adjustment based on average conditions.
- 2.7.3 Application of this provision will come into effect upon Contractor submittal of a fuel cost adjustment request. A request may be submitted only when the increased cost of fuel, established as a percentage of total contract price (base fuel cost) upon award of this Contract, exceeds ten (10%) percent of the base fuel cost. The Contractor may request a fuel surcharge no more than four (4) times annually, during the month(s) of March, June, September and December. The request must be submitted no later than the tenth (10th) of the month. Any surcharge shall be effective the first of the following month after receipt and approval. The date of County approval of a fuel cost adjustment request shall become the base date for any future Contractor adjustment requests.
- 2.7.4 Contractor shall include, as part of its price bid, the percentage of total contract price fuel represents (e.g., fuel cost equals 10% of Contractor cost) (see also, Attachment A, Prices). This percentage will represent and establish the base fuel cost for this Contract. The base fuel cost shall be established as the due date for submission of proposals for this Contract. All subsequent fuel cost adjustments shall be based upon the date the County approves a Contractor's request for fuel cost adjustment (e.g. fuel cost adjustment approved by County on January 1, 2006, January 1, 2006 becomes base date for any next Contractor request for adjustment).

2.7.5 Fuel Cost Application Requirement. The Contractor must provide documentation including type of motor fuel and fuel invoices with price of the fuel used in providing services under this Contract, from the month bids were due and the month of the cost adjustment request, with any fuel cost adjustment application. The fuel cost adjustment application must be completed with all applicable data, and signed by the Contractor.

2.7.6 The fuel surcharge shall be based on the current quarterly index of the West Coast (PADD5) Diesel (On-Highway)-All Types or Reformulated Areas Gasoline compared to the previous quarterly index period as reported on the Energy Information Administration (EIA) website: <http://www.eia.doe.gov/>

2.7.7 The computation of the fuel surcharge amount shall be determined as follows:

2.7.7.1 The fuel cost component from Attachment A (Pricing) of the Contract with Maricopa County, multiplied by the percent of change indicated by the EIA report from the previous index period.

2.7.7.2 Upon agreement by the County to the surcharge, the County shall issue written approval of the change prior to any adjusted invoicing submitted for payment.

2.7.7.3 The surcharge shall be added as a separate line item to the invoice.

2.8 STRATEGIC ALLIANCE for VOLUME EXPENDITURES (\$AVE):

The County is a member of the \$AVE cooperative purchasing group. \$AVE includes the State of Arizona, many Phoenix metropolitan area municipalities, and many K-12 unified school districts. Under the \$AVE Cooperative Purchasing Agreement, and with the concurrence of the successful Respondent under this solicitation, a member of \$AVE may access a contract resulting from a solicitation issued by the County. If you **do not** want to grant such access to a member of \$AVE, **please so state** in your proposal. In the absence of a statement to the contrary, the County will assume that you do wish to grant access to any contract that may result from this Request for Proposal.

2.9 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPA's)

County currently holds ICPA's with numerous governmental entities throughout the State of Arizona. These agreements allow those entities, with the approval of the Contractor, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on Attachment A, your acceptance or rejection regarding such participation of other governmental entities. Your response will not be considered as an evaluation factor in awarding a contract.

3.0 CONTRACTUAL TERMS & CONDITIONS:

3.1 CONTRACT TERM:

This Invitation for Bid is for awarding a firm, fixed price purchasing contract to cover a three (3) year term.

3.2 OPTION TO RENEW:

The County may, at their option and with the approval of the Contractor, renew the term of this Contract up to a maximum of three (3) additional one (1) year terms, (or at the County's sole discretion, extend the contract on a month to month basis for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the Materials Management Department of the County's intention to renew the contract term at least thirty (30) calendar days prior to the expiration of the original contract term.

3.3 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract expiration or annual anniversary or bi-annual date etc. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

3.4 INDEMNIFICATION:

3.4.1 To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions, mistakes or malfeasance relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract by the Contractor, as well as any person or entity for whose acts, errors, omissions, mistakes or malfeasance Contractor may be legally liable.

3.4.2 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

3.4.3 The scope of this indemnification does not extend to the sole negligence of County.

3.5 INSURANCE:

3.5.1 Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of A-, VII or higher. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

3.5.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

3.5.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

3.5.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

3.5.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

- 3.5.6 County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance certificates. County shall not be obligated to review policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.
- 3.5.7 The insurance policies required by this Contract, except Workers' Compensation, and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.
- 3.5.8 The policies required hereunder, except Workers' Compensation, and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.
- 3.5.9 Commercial General Liability:
- Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.
- 3.5.10 Automobile Liability:
- Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.
- 3.5.11 Workers' Compensation:
- 3.5.11.1 Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.
(N.B. - \$1,000,000 limits on larger contracts)
- 3.5.11.2 Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.
- 3.5.12 Errors and Omissions Insurance:
- Errors and Omissions insurance and, if necessary, Commercial Umbrella insurance, which will insure and provide coverage for errors or omissions of the Contractor, with limits of no less than \$1,000,000 for each claim.

3.5.13 Certificates of Insurance.

3.5.13.1 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

3.5.13.1.1 In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

3.5.13.1.2 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

3.5.14 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.6 PROCUREMENT CARD ORDERING CAPABILITY:

County may determine to use a procurement card that may be used from time-to-time, to place and make payment for orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.7 ORDERING AUTHORITY.

3.7.1 Respondents should understand that any request for purchase of materials or services shall be accompanied by a valid purchase order, issued by Materials Management, or by a Certified Agency Procurement Aid (CAPA).

3.7.2 Maricopa County departments, cities, other counties, schools and special districts, universities, nonprofit educational and public health institutions may also purchase from under this Contract at their discretion and/or other state and local agencies (Customers) may procure the products under this Contract by the issuance of a purchase order to the Respondent. Purchase orders must cite the Contract number.

3.7.3 Contract award is in accordance with the Maricopa County Procurement Code. All requirements for the competitive award of this Contract have been met. A purchase order for the products is the only document necessary for Customers to purchase and for the Respondent to proceed with delivery of materials available under this Contract.

3.7.4 Any attempt to represent any product not specifically awarded under this Contract is a violation of the Contract. Any such action is subject to the legal and contractual remedies available to the County, inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Respondent.

3.8 REQUIREMENTS CONTRACT:

3.8.1 Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid will be a requirements contract. However, the Contract

does not guarantee any minimum or maximum number of purchases will be made. It only indicates that if purchases are made for the materials contained in the Contract, they will be purchased from the Contractor awarded that item. Orders will only be placed when the County identifies a need and proper authorization and documentation have been approved.

3.8.2 County reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor but only for actual and documentable costs incurred by the Contractor due to and after issuance of the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

3.8.3 Contractors agree to accept verbal notification of cancellation from the Materials Management Procurement Officer with written notification to follow. By submitting a bid in response to this Invitation for Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

3.9 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

3.10 TERMINATION FOR DEFAULT:

If the Contractor fails to meet deadlines, or fails to provide the agreed upon service/material altogether, a termination for default will be issued. The termination for default will be issued only after the County deems that the Contractor has failed to remedy the problem after being forewarned.

3.11 TERMINATION BY THE COUNTY:

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate the Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of a substantial violation of any provision of this Contract, then the County may terminate the Contract. Prior to termination of the Contract, the County shall give the Contractor fifteen- (15) calendar day's written notice. Upon receipt of such termination notice, the Contractor shall be allowed fifteen (15) calendar days to cure such deficiencies.

3.12 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel any Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

3.13 OFFSET FOR DAMAGES;

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance of the contract.

3.14 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete materials to a Contract. If a service requirement is deleted, payment to the Contractor will be reduced proportionately, to the amount of service reduced in accordance with the bid price. If additional materials are required from a Contract, prices for such additions will be negotiated between the Contractor and the County.

3.15 SUBCONTRACTING:

3.15.1 The Contractor may not assign a Contract or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

3.15.2 The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

3.16 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Materials Management shall be responsible for approving all amendments for Maricopa County.

3.17 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to a Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the County shall have full access to, and the right to examine, copy and make use of, any and all said materials.

3.18 ADEQUACY OF RECORDS:

If the Contractor's books, records and other documents relevant to a Contract are not sufficient to support and document that allowable materials were provided, the Contractor shall reimburse Maricopa County for the materials not so adequately supported and documented.

3.19 AUDIT DISALLOWANCES:

If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the County either to adjust any future claim submitted by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Maricopa County.

3.20 VALIDITY:

The invalidity, in whole or in part, of any provision of the Contract shall not void or affect the validity of any other provision of the Contract.

3.21 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from a Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to a Contract and to the performance thereunder.

3.22 RELATIONSHIPS:

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the County and the Contractor.

3.23 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

3.23.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

3.23.1.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

3.23.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3.23.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

3.23.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.

3.23.2 Should the Contractor not be able to provide this certification, an explanation as to why should be attached to the Contract.

3.23.3 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

3.24 ALTERNATIVE DISPUTE RESOLUTION:

3.24.1 After the exhaustion of the administrative remedies provided in the Maricopa County Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:

3.24.1.1 Render a decision;

3.24.1.2 Notify the parties that the exhibits are available for retrieval; and

3.24.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).

- 3.24.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.
- 3.24.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.
- 3.25 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:
 - 3.25.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system. I-9 forms are available for download at USCIS.GOV.
 - 3.25.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or department of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.
- 3.26 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §§35-391.06 AND 35-393.06 BUSINESS RELATIONS WITH SUDAN AND IRAN:
 - 3.26.1 By entering into the Contract, the Contractor certifies it does not have scrutinized business operations in Sudan or Iran. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract.
 - 3.26.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or department of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.
- 3.27 CONTRACTOR LICENSE REQUIREMENT:
 - 3.27.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and

shall comply with the same. Contractor shall immediately notify both Materials Management and the using agency of any and all changes concerning permits, insurance or licenses.

- 3.27.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1525 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

4.0 **INSTRUCTIONS TO RESPONDENTS:** (Please note that this Section does not become part of any resultant contract.)

4.1 **INQUIRIES AND NOTICES:**

All inquiries concerning information herein shall be addressed to:

Maricopa County
Materials Management Department
ATTN: Contract Administration
320 West Lincoln Street
Phoenix, Arizona 85003

Administrative telephone inquiries shall be addressed to:

Andrea Stupka, Procurement Officer, 602.506.3504
astupka@mail.maricopa.gov

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

4.2 **EVALUATION CRITERIA.**

- 4.2.1 The evaluation of bids shall be based on, but will not be limited to, the following:

- 4.2.1.1 Compliance with specifications.
- 4.2.1.2 Price.
- 4.2.1.3 Determination of responsibility.

- 4.2.2 The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

4.3 **SUBMISSION PRICE CLARITY.**

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

4.4 **INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS.**

Respondents shall provide their Bids as follows:

- 4.4.1 One (1) original hardcopy.

- 4.4.2 One (1) CD providing all Bid response documents in Word, Excel (Attachment A) and all Bid response documents in PDF format.

4.2.2.1 Attachment A (PRICING)-Excel

4.2.2.2 Attachment B (AGREEMENT)-WORD

4.2.2.3 Attachment C (REFERENCES)-WORD

4.2.2.4 Other documents as required

- 4.4.3 Respondents shall address bids identified with return address, serial number and title in the following manner:

Maricopa County
Materials Management Department
320 West Lincoln Street
Phoenix, Arizona 85003-2494

SERIAL 10067 – S, STANDBY GENERATOR MAINTENANCE AGREEMENT

- 4.4.4 Bids must be signed by an owner, partner or corporate official who has been authorized to make such commitments. All prices shall be held firm for a period of one hundred fifty (150) days after the bid closing date.

4.5 RESPONDENT REVIEW OF DOCUMENTS.

The Respondent must review its Bid submission to assure the following requirements are met.

4.5.1 **Mandatory:** Bid is submitted as required in Section 4.4 above.

4.5.2 **Mandatory:** Attachment “A”, Pricing is enclosed;

4.5.3 **Mandatory:** Attachment “B”, Agreement is enclosed; and

4.5.4 **Mandatory:** Attachment “C”, References is enclosed.

4.6 POST AWARD MEETING:

The Contractor shall be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

NOTE 1: RESPONDENTS ARE STRONGLY ENCOURAGED TO REVIEW MARICOPA COUNTY’S PROCUREMENT ADMINISTRATIVE INFORMATION PRIOR TO SUBMITTING A BID. FOR THIS INFORMATION, GO TO:

www.maricopa.gov/materials/ADVBD/Boilerplate/Terms-conditions.asp

NOTE 2: RESPONDENTS ARE REQUIRED TO USE THE ATTACHED FORMS TO SUBMIT THEIR BID.

ATTACHMENT A PRICING

[illegible]

ATTACHMENT A
PRICING

| | | | | | | | | | | | | | |
|--|---------------------------------|---------|---------|------|------------------|------------------|---------------|--|---|--|-------------------------|------------------------------|--|
| 1.1.5 KATOLITE | | | | | | | | | | | | | |
| 1.1.6 KOHLER | | | | | | | | | | | | | |
| 1.1.7 ONAN | | | | | | | | | | | | | |
| ADDITIONAL MANUFACTURERS NOT LISTED | | | | | | | | | | | | | |
| 1.1.8 | | | | | | | | | | | | | |
| 1.1.9 | | | | | | | | | | | | | |
| 1.1.10 | | | | | | | | | | | | | |
| 1.1.11 | | | | | | | | | | | | | |
| 1.1.12 | | | | | | | | | | | | | |
| Do not alter the pricing pages, no additional charges or other terms and conditions not described on this pricing page. | | | | | | | | | | | | | |
| 1.2 Labor Rates | | | | | | | | | | | | | |
| 1.2.1 Contractor's Facility Engine Generator Service | | \$ | /hr | | | | | | | | | | |
| 1.2.2 Contractor's Facility Engine Generator after hours | | \$ | /hr | | | | | | | | | | |
| 1.2.3 Field Service normal business hours | | \$ | /hr | | | | | | | | | | |
| 1.2.4 Field Service Afterhours/Emergincies | | \$ | /hr | | | | | | | | | | |
| 1.2.5 Business hours (include time to order and receive same day delivery | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 1.2.6 Return Policy (reference section XXXXX and XXXX) | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| 1.2.7 Warranty (reference section XXXX) | | | | | | | | | | | | | |
| 1.3 SERVICE AND RENTAL PRICING | | | | | | | | | | | | | |
| (EQ.#), SITE & ADDRESS | PHASE (single or 3 phase) | GEN. KW | VOLT | AMPS | LPM FLAT RATE | APM FLAT RATE | BPM FLAT RATE | STANDBY GENERATO R RENTAL DAILY | STANDBY GENERATO R RENTAL WEEKLY | STANDBY GENERATO R RENTAL MONTHLY | ATS RENTAL WEEKLY | ATS RENTAL MONTHL Y | |
| 1.3.1 (10001) Apache Lake, Rt. 88 30mi. E. Of Tortilla Flats | 1 | 30 | 120/240 | 138 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | |
| 1.3.2 (10002) Avondale Sheriff, 900 E. Van Buren | 3 | 45 | 277/480 | 68 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | |

ATTACHMENT A
PRICING

| | | | | | | | | | | | | |
|---|---|------|---------|-----|----|----|----|----|----|----|----|----|
| 1.3.3 (10003) Elections, 315 W Buchanan | 3 | 250 | 277/480 | 376 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.4 (10004) Canyon Lake Rt. 88 | 1 | 30 | 120/240 | 138 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.5 (10005) 201 E Chicago Street | 3 | 100 | 277/480 | 175 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.6 (10006) Work Release Tents | 3 | 50 | 277/480 | 76 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.7 (10007) Mount Org | 1 | 30 | 120/240 | 125 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.8 (10008) Forensic Science Center, 701 W Jefferson | 3 | 250 | 277/480 | 376 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.9 (10009) New River Land Fill | 1 | 12 | 120/240 | 50 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.10 (10010) Social Services, 3335 W Durango | 3 | 50 | 277/480 | 76 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.11 (10011) Sheriff Gila Bend, 305 E. Pima Street, Gila Bend, AZ | 3 | 17.5 | 120/208 | 61 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.12 (10012) Flood Control Admin., 2801 W. Durango | 3 | 180 | 277/480 | 271 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.13 (10013) MCDOT, 2901 W Durango | 3 | 150 | 277/480 | 226 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.14 (10014) Flood Control Operations, 2801 W Durango | 3 | 60 | 277/480 | 90 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.15 (10015) Estrella Jail, 2939 W Durango | 3 | 150 | 277/480 | 226 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.16 (10016) Juvenile Admin., 3125 W. Durango | 3 | 30 | 277/480 | 45 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.17 (10017) Juvenile Kitchen, 3125 W. Durango | 3 | 100 | 277/480 | 150 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.18 (10018) Juvenile Units 8,9,10 - 3125 W Durango | 3 | 20 | 277/480 | 30 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.19 (10019) Madison Street Jail, 225 W. Madison | 3 | 635 | 277/480 | 902 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.20 (10020) Buckeye Hills Shooting Range MC 85 | 3 | 125 | 277/480 | 188 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.21 (10021) Buckeye Hills Shooting Range MC 85 | 3 | 125 | 277/480 | 188 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.22 (10022) S.E. Juvenile – Mesa, 1810 S Lewis | 3 | 100 | 277/480 | 150 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.23 (10023) SE Public Facility - Mesa, 222 E. Javelina | 3 | 275 | 277/480 | 413 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.24 (10024) S/O Training, 27th Ave N of Lower Buckeye | 3 | 125 | 277/480 | 188 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.25 (10025) Lake Pleasant Boathouse, Parks and Recreation | 1 | 6.5 | 120/240 | 27 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.26 (10026) Juvenile Administration, 3131 W. Durango | 3 | 600 | 277/480 | 903 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.27 (10027) Sheriff Jail NW, 13123 W Bell Road | 3 | 140 | 277/480 | 210 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.28 (10028) Towers Jail, 3127 W Durango | 3 | 150 | 277/480 | 226 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

ATTACHMENT A
PRICING

| | | | | | | | | | | | | |
|---|---|-----|---------|------|----|----|----|----|----|----|----|----|
| 1.3.29 (10029) Juvenile Durango West Side, 3131 W Durango | 3 | 600 | 277/480 | 902 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.30 (10030) Buckeye Hills Water Pump, MC85 & Buckeye Hills | 3 | 25 | 120/208 | 87 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.31 (10031) Law Enforcement Data Center, 2656 N 37th Ave | 3 | 500 | 277/480 | 752 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.32 (10032) Sheriff Jail – Wickenburg, 155 N Tegner, Wickenburg | 3 | 40 | 277/480 | 60 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.33 (10033) Durango Jail - D1, 3225 W Durango | 3 | 10 | 277/480 | 15 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.34 (10034) Durango Jail - D2, 3225 W Durango | 3 | 10 | 277/480 | 15 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.35 (10035) Durango Jail- D3, 3225 W Durango | 3 | 10 | 277/480 | 15 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.36 (10036) Durango Jail - D4, 3225 W Durango | 3 | 10 | 277/480 | 15 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.37 (10037) Durango Jail - D5, 3225 W Durango | 3 | 10 | 277/480 | 15 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.38 (10038) Durango Jail - D6, 3225 W Durango | 3 | 10 | 277/480 | 15 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.39 (10039) Durango Jail - D7, 3225 W Durango | 3 | 10 | 277/480 | 15 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.40 (10040) Planning & Development Agency Warehouse, 2222 S 27th Ave | 3 | 125 | 277/480 | 188 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.41 (10041) Veterinary Center, 27 th Ave | 3 | 125 | 120/208 | 433 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.42 (10042) County Administration Building, 301 W Jefferson St. | 3 | 900 | 277/480 | 1354 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.43 (10043) Equipment Services, 3325 W. Durango | 3 | 50 | 120/208 | 173 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.44 (10044) Smith Peak, State Rt. 93 to Wickenburg; State Rt. 60 to Aguila; At crossroads in town (only one), turn right, N 3mi. to dirt rd w/ long row of trees; at end of trees, left at fence; 2mi to the next dirt rd to the top of the hill | 1 | 35 | 120/240 | 145 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.45 (10045) Thompson Peak – White Tanks (east), Shea Blvd E to Fountain Hills; N on Fountain Hills Bld. To Palisades Blvd; left on Palisades to Golden Blvd; right on Golden to Richwood Ave; right on Richwood to Dixie Mine Tr; left on Dixie Mine to Grassland Dr; left on Grassland to Agate Knoll Pl; follow road | 1 | 65 | 120/240 | 125 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

ATTACHMENT A
PRICING

| | | | | | | | | | | | | |
|---|---|-----|---------|------|----|----|----|----|----|----|----|----|
| 1.3.46 (10046) White Tanks East, I-10 W to Jackrabbit Rd; N to Indian School Rd; left to end of rd (locked gate); follow rd to top of hill | 3 | 40 | 120/240 | 152 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.47 (10047) White Tanks West, I-10 to Jackrabbit Rd; N to Indian School Rd; left to end of rd (locked gate); two-thirds up the rd will come to Y (bear right); follow to top of hill | 1 | 35 | 120/240 | 146 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.48 (10048) Bartlett Lake Boat House | 1 | 6.5 | 120/240 | 27 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.49 (10049) Equipment Services - Durango (Service Station), 3325 W Durango | 3 | 30 | 120/208 | 104 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.50 (10050) Sheriff Mesa Jail, 1840 S Lewis | 3 | 100 | 277/480 | 150 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.51 (10051) Security Bldg. | 3 | 500 | 277/480 | 752 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.52 (10052) Lake Pleasant Headquarters | 3 | 30 | 120/208 | 104 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.53 (10053) Buckeye Shooting Range | 1 | 50 | 120/240 | 208 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.54 (10054) Buckeye Hills Bomb Squad | 3 | 205 | 277/480 | 308 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.55 (10055) Estrella Jail West Side, 2939 W Durango | 3 | 30 | 277/480 | 45 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.56 (10056) Mobile Land fill | 1 | 30 | 120/240 | 90 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.57 (10057) Bartlett Lake, Cave Creek Rd to Seven Springs Rd to Barlett Dam Rd | 1 | 80 | 120/240 | 333 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.58 (10058) Buckeye Hills Shooting Range | 3 | 150 | 277/480 | 225 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.59 (10059) NW Service Center, 12975 W Bell Rd | 3 | 60 | 120/208 | 208 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.60 (10060) Command Post | 1 | 20 | 120/240 | 83 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.61 (10061) Downtown Complex Boiler #1, 201 W Jefferson Lower Level | 3 | 900 | 277/480 | 1354 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.62 (10062) Juvenile, 3125 W Durango | 3 | 180 | 208 | 624 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.63 (10063) Oatman Mountain, NW of Gila Bend | 1 | 35 | 240 | 146 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.64 (10064) Yarnell Hill, State 93 to Wickenburg; State 89 to Congress; to Yarnell; as you get into town, right on dirt rd to top of hill | 1 | 25 | 120/240 | 104 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.65 (10065) Durango Jail, 3225 W Durango | 3 | 400 | 208 | 1388 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.66 (10066) Radio Shop, 3324 W Gibson Lane | 3 | 80 | 208 | 278 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

ATTACHMENT A
PRICING

| | | | | | | | | | | | | |
|---|---|------|---------|------|----|----|----|----|----|----|----|----|
| 1.3.67 (10067) Mesa SE Parking Garage | 3 | 34 | 480 | 51 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.68 (10068) Estrella Support Building | 3 | 50 | 480 | 75 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.69 (10069) Downtown Parking Garage, Jackson & 7 th Ave | 3 | 360 | 277/480 | 434 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.70 (10070) Forensic Science Center, 701 W Jefferson | 3 | 350 | 277/480 | 526 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.71 (10071) Durango Parking Garage, 3133 W Gibson Lane | 3 | 200 | 480 | 301 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.72 (10072) Old Courthouse | 3 | 300 | 480 | 451 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.73 (10073) 1 st Ave Madison N/W | 3 | 750 | 277/480 | 1128 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.74 (10074) Boiler Room–Downtown, 201 W Jefferson 1st Ave Jail | 3 | 900 | 277/480 | 1354 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.75 (10075) Mesa Service Center, 155 E Coury | 3 | 50 | 120/208 | 173 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.76 (10076) Emergency Services, 2035 N 52nd Street | 3 | 100 | 120/208 | 347 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.77 (10077) Central Plant, Eastside #1 | 3 | 1400 | 480 | 2105 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.78 (10078) Central Plant, Westside #2 | 3 | 1400 | 480 | 2105 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.79 (10079) Emergency Management, 2035 N 52nd Street | 3 | 60 | 120/208 | 208 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.80 (10080) Udc room, 301 W Jefferson | 3 | 900 | 480 | 1354 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.81 (10081) Mesa Juvenile | 3 | 600 | 277/480 | 903 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.82 (10082) Apache Lake | 1 | 6.5 | 120/240 | 27 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.83 (10083) Buckeye Highway Yard | 3 | 100 | 120/240 | 301 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.84 (10084) MCDOT-Durango #2, 2901 W Durango | 3 | 350 | 277/480 | 527 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.85 (10085) S/O 4 th Ave & Madison #1 | 3 | 1100 | 277/480 | 1654 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.86 (10086) S/O 4 th Ave & Madison #2 | 3 | 1100 | 277/480 | 1654 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.87 (10087) S/O Property /Evidence, 35th Ave & Lower Buckeye | 3 | 400 | 120/240 | 1203 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.88 (10088) Public Health Administration, 16th Street & Roosevelt | 3 | 500 | 277/480 | 752 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.89 (10089) North East Court Facility, 40th Street & Union Hills | 3 | 160 | 277/480 | 241 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.90 (10090) North West Court Bldg., Greenway & Reed Rd | 3 | 110 | 120/208 | 357 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.91 (10091) Superior Justice Court, Jackson & 5th Ave | 3 | 400 | 277/480 | 601 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

ATTACHMENT A
PRICING

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|---|---|-----|---------|-----|----|----|----|----|----|----|----|----|
| 1.3.92 (10092) Juvenile Administration, 3131 W. Durango | 3 | 200 | 277/480 | 301 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.93 (10093) White Tanks East Peak | 1 | 125 | 120/240 | 521 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| 1.3.94 (10094) Saguaro Lake | 1 | 30 | 120/240 | 125 | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

ATTACHMENT B

AGREEMENT PAGE

Respondent hereby certifies that Respondent has read, understands and agrees that acceptance by Maricopa County of the Respondent's Bid will create a binding Contract. Respondent further agrees to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

☐ Small Business Enterprise (SBE)

RESPONDENT (FIRM) SUBMITTING PROPOSAL

FEDERAL TAX ID NUMBER

DUNS #

PRINTED NAME AND TITLE

AUTHORIZED SIGNATURE

ADDRESS

TELEPHONE

FAX #

CITY STATE ZIP

DATE

WEB SITE

EMAIL ADDRESS

MARICOPA COUNTY, ARIZONA

CHIEF PROCUREMENT OFFICER, MATERIALS
MANAGEMENT

DATE

CHAIRMAN, BOARD OF SUPERVISORS

DATE

ATTESTED:

CLERK OF THE BOARD

DATE

APPROVED AS TO FORM:

LEGAL COUNSEL

DATE

ATTACHMENT C

RESPONDENT REFERENCES

RESPONDENT SUBMITTING BID: _____

1. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____
2. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____
3. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____
4. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____
5. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

EXHIBIT 1

VENDOR REGISTRATION PROCEDURES
AND
SMALL BUSINESS PROGRAM

On-Line Registration is FREE and REQUIRED for all vendors.

Register On-line at www.maricopa.gov/materials

It is required that you select an appropriate commodity code(s) associated with your line of business.

Upon completion of your on-line registration, you are responsible for updating any changes to your information. Please retain your Login ID and Password for future use.

If you have any questions, email us at VendorReg@mail.maricopa.gov.

SMALL BUSINESS PROGRAM

(MCBIZ)

"It is Maricopa County's policy to provide small businesses the opportunity to participate in the County's solicitation process for consideration to fulfill the requirements for various commodities and services.

Maricopa County's small business program specifically targets procurements of \$50,000 and less. However, Maricopa County encourages small business enterprises to submit responses to available solicitations for consideration.

Maricopa County's small business policy can be found on the Materials Management website at <http://www.maricopa.gov/materials/help/sbe.asp>."

MARICOPA COUNTY EQUIPMENT SERVICES

ENGINE & GENERATOR SET INSPECTION FORM

Equipment #: _____

Work Order #: _____

EQUIPMENT INFORMATION

Engine Make: _____

Engine Model: _____

Engine S/N: _____

Unit Hours: _____

Hours Last Svc: _____

Date of Last Svc: _____

Generator Make: _____

Generator Model: _____

KW: _____

Generator S/N: _____

Voltage: _____

Amps: _____

Pass Fail Completed

Cooling System

1. Visually inspect radiator/heat exchanger for leaks, damage and debris.
2. Check filler cap for tightness and seal.
3. Check and record anti-freeze protection. _____/result
4. Inspect all cooling hoses for overall condition.
5. Check all hose clamps for tightness.
6. Check fan drive and pulleys for overall condition.
7. Check water pump for leaks and overall condition.
8. Verify proper operation of block heater.
9. Visually inspect all belts for condition and tightness.
10. Collect coolant sample for analysis **(APM/BPM inspection only)**.

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Comments: _____

Lubrication, Fuel & Air Systems

11. Replace oil and oil filters **(APM/BPM inspection only)**.
12. Collect oil sample for analysis **(APM/BPM inspection only)**.
13. Inspect engine for any visible leaks.
14. Inspect crankcase breather, hose, and connections.
15. Drain water from water/fuel separators.
16. Replace fuel filter(s) **(BPM inspection only)**.
17. Inspect fuel-priming pump for proper operation.
18. Visually inspect fuel tank for leaks and record fuel level. _____
19. Inspect and verify proper operation of day tank and controls.
20. Visually inspect fuel lines for leaks, damage and overall condition.
21. Visually inspect air filters and air filter housings for damage and obstructions.
22. Visually inspect all air system hoses and clamps.
23. Visually inspect all louvers and passageways.

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Comments: _____

Cranking and Charging Systems

24. Check battery charger for proper operation. Record the float and equalize voltages.

Float Reading: _____ Equalize Reading: _____

25. Check and record alternator output voltage. _____
26. Check and record cranking voltage with battery charger off. _____
27. Check battery electrolyte level and fill as needed.
28. Visually inspect battery cables.
29. Clean and tighten all battery terminals and connections.
30. Perform batter load and conductance test. Record test results

Battery Condition: _____

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Comments: _____

Exhaust System

| | Pass | Fail | Completed |
|---|--------------------------|--------------------------|--------------------------|
| 31. Visually inspect exhaust silencer rain cap for proper operation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Visually inspect exhaust silencer for overall condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Visually inspect all exhaust pipes, elbows and joints for signs of leaks. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: _____**Generator and Control Systems**

| | | | |
|---|--------------------------|--------------------------|--------------------------|
| 34. Visually inspect guards, couplings and isolators for loose or missing parts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Check control switch for proper operation (on-off-auto) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Visually inspect all gauges for proper operation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Verify proper operation of all lamps on control panel and remote annunciator. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. Clean control and genset. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. With engine running, check and record oil pressure. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. With engine running, check and record water temperature. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. With engine running, check and record frequency, adjust if necessary. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. Check governor operation for stability and response. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. Check governor linkage. Lubricate and/or adjust if necessary. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. With engine running, check and record AC voltage, adjust if necessary. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 45. Check safety shutdowns. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: _____**Automatic Transfer Switch**

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| 46. Visually inspect all of the components of the transfer switch. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. Clean the switch. Vacuum the interior of the enclosure. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 48. With customer's authorization, perform transfer switch test. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Customer authorizes test: _____ | | | |
| Customer declines test: _____ | | | |
| 49. Verify proper operation of the automatic transfer switch. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50. Verify proper operation of indicator lamps and/or LEDs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 51. Verify proper operation of time delays and record values | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TDES ____ TDNE ____ TDEN ____ TDEC ____ | | | |
| 52. Change any control batteries. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: _____**Return System to Normal Operation**

| | | | |
|---|--------------------------|--------------------------|--------------------------|
| 53. Verify that main line breaker is in the closed position | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 54. Verify that the genset control is in the "Auto" position. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 55. Verify that the site is clean. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Recommended Repairs:
